

Datacentrix Holdings Limited  
Incorporated in the Republic of South Africa  
(Registration number: 1998/006413/06)  
Share code: DCT  
ISIN: ZAE000016051  
("Datacentrix")

## Careers @ Datacentrix

**Job Title: Warehouse Team Leader**

**Location: Samrand**

Coordinating management of all stock on MSGP stock file, including cycle counts, stock takes, and follow-up to resolve of variances. Verification of stock to be shipped against paperwork, halting and escalating incorrect transactions. Coordination of stock deliveries to clients and satellite offices. Full personnel management function for the 4 department employees. Management of stock file information to reflect correct project numbers and client information.

### Primary Role Accountabilities :

- Management of daily issuing of stock as per paperwork received - Processing of transfers and Project inventory as requested. Input into Project roll out requirements (weekly Infrasol meetings)
- Weekly and monthly stock counts and reporting, including investigating and resolving of any variances. Management of off-site inventory reporting (accuracy of delivery addresses and information for counts)
- Personnel management
- Enforcing all Datacentrix policies and procedures as applicable
- Ensuring correct information reflects on the stock file as well as any transfers/invoices done

### Critical Requirements - Skills, Experience & Qualifications:

- Strong computer literacy skills, specifically in MS Excel, ERP system knowledge - Microsoft Dynamic Great Plains - would be an advantage
- Very strong Organizational and Management skills, experience in stock and personnel management essential.
- Experience in management reporting, ability to analysis data and enforce corrective and preventative actions. Presenting information to senior management
- Analytical, Logical and methodical with emphasis on attention detail

- Ability to work under pressure and without supervision and take ownership of assigned tasks and on time delivery, reliable and committed.
- Senior Certificate (Matric) Essential, understanding of ISO 9001, ISO 14001 and ISO 18001 is required.

## **Contact**

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